



DEPARTMENT OF THE NAVY

**NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

5720
PERS 00J6/20170147
January 10, 2017

Mr. John Sharpe
13088 Lighthouse Road
Carrollton, VA 23314

Dear Mr. Sharpe:

SUBJECT: YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST

This is in response to your Freedom of Information Act (FOIA) request of January 7, 2017. You seek a copy of documentation that outlines the mission, roles, responsibilities, and duties of the Chief of Naval Personnel (CNP) and Commander, Navy Personnel Command (CNPC) with respect to any authority, duty, or responsibility that each one has regarding the issuance of orders to officers. Your request was received in this office (PERS-00J) on January 9, 2017, and has been assigned FOIA correspondence file CNPC20170147 by this command.

A copy of the responsive documentation is enclosed. If necessary, you may contact the undersigned at (901) 874-3165.

Sincerely,

A handwritten signature in black ink, appearing to read "D.P. German", written over a horizontal line.

D.P. GERMAN
FOIA/PA Officer
By direction

MILPERSMAN 1320-030

DELEGATION OF AUTHORITY TO ISSUE ORDERS AND ADMINISTRATIVE CONTROL OF ORDERS AND TRAVEL

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN COM	882-4148 (901) 874-4148
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References	(a) OPNAVINST 4650.15 (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I
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1. Authority to Issue Orders

a. Competent orders for officers are issued and approved by Chief of Naval Personnel (CHNAVPERS), or commands authorized by CHNAVPERS.

b. Orders for enlisted personnel are issued or approved by Navy Personnel Command (NAVPERSCOM), or by commands authorized by NAVPERSCOM.

c. Orders signed by Assistant Chief of Distribution or by Acting CHNAVPERS shall have the full force and effect of orders issued by CHNAVPERS.

d. Orders issued by CHNAVPERS or NAVPERSCOM may be modified only by CHNAVPERS or NAVPERSCOM. In this regard, port calls issued by Navy Passenger Transportation Offices (NAVPTO) in connection with transoceanic or international travel are considered to be an authorized modification to orders. Reference (a) refers.

2. Delegation of Authority to Field Commands. Only CHNAVPERS or NAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Commands that have been authorized by CHNAVPERS or NAVPERSCOM to issue orders may direct subordinate commands to issue orders to personnel by name or number, for specific assignments, or for travel. Orders issued to officers by field commands must reference the authority to issue orders delegated by CHNAVPERS.

3. Change of Duty Orders Involving Flying Status. Unless so stated, the delegating authority to issue change of duty orders shall not authorize other commands to order officers to or from a duty involving flying status. Care should be taken to retain the phrase "duty in a flying status" in all orders that order members to/from duty involving flying.

4. Administration of Travel

a. Navy Personnel Command is charged with the administration of travel by Navy personnel and their family members. Travel regulations and entitlements are contained in reference (b), NAVPERS 15559B, and NAVPERS 15909G; and supplementary instructions published as instructions and notices. Orders shall be as complete as practical. When members are entitled to transportation of family members and shipment of household goods at Government expense, or when travel at personal expense subject to reimbursement is authorized, individual orders shall be issued to each member.

b. Each fiscal year funds are appropriated for the travel of those naval personnel and family members issued orders under the authority of CHNAVPERS or NAVPERSCOM. To conserve these funds and make them suffice for the entire fiscal year, it is the responsibility of every command delegated authority to issue orders to stay within any quarterly allotments granted to them and to limit travel to that considered essential and in the best interests of the Navy.



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON, DC. 20370-5000

5216
Ser 00/114
23 Jun 10

From: Chief of Naval Personnel
To: Commander, Navy Personnel Command

Subj: APPOINTMENT TO DEPUTY CHIEF OF NAVAL PERSONNEL AND
DELEGATION OF AUTHORITY

Ref: (a) CHNAVPERS ltr of 9 Sep 09
(b) SECNAVINST 1920.6C

1. In addition to your role as Commander, Navy Personnel Command (CNPC), you are hereby appointed as Deputy Chief of Naval Personnel (DCNP) pursuant to Title 10 U.S.C., Section 5141.
2. Notwithstanding delegations provided below, I expect you, and your delegated subordinates, to use judgment and discretion in the execution of your duties when signing on my behalf. Actions taken without careful regard to collateral concerns or wider consequences have potential to negatively affect the Navy's overall interests. On the other hand, carefully considered and appropriately coordinated action has the potential to reinforce important Navy messages and policies. Although I cannot describe every circumstance, all personnel cases or actions that have potential or actual media or congressional interest or involve ongoing or potential future significant civil or criminal litigation are not considered routine. Refer these issues to me including any other issues or actions that you believe may have significant impact on policy.
3. You are responsible for the routine, day-to-day operations of the Bureau of Naval Personnel that normally come within the cognizance of DCNP or CNPC. Accordingly, you are hereby delegated the authority to act on behalf of the Chief of Naval Personnel in the following capacities:
 - a. Officer and enlisted administrative boards;
 - b. Enlisted advancements;
 - c. Officer and enlisted assignments and detailing;

Subj: APPOINTMENT TO DEPUTY CHIEF OF NAVAL PERSONNEL AND
DELEGATION OF AUTHORITY


- d. All officer and enlisted retirements and transfers to the Fleet Reserve, except those requiring a retirement grade determination; retirements that do not meet the Minimum Time-in-Grade requirement as established in paragraph 7.c. of OPNAVINST 1811.3; or for any officer with service obligation due to bonus, education, special pay or stipend, who requests to waive the obligation and/or recoupment in accordance with USD memo of 6 February 2009 and updates;
- e. All officer resignations, with the exception of those officers with a service obligation due to bonus, education, special pay or stipend, who request to waive the obligation and/or recoupment in accordance with USD memo of 6 February 2009 and updates;
- f. Officer and enlisted administrative discharges;
- g. Officer Detachments for Cause;
- h. Authority to direct Show Cause for officers who are subject to administrative separation as defined by enclosure (3) to ref (b);
- i. Recommendations on cases forwarded to SECNAV for separation authority for Honorable and General characterizations of service;
- j. Involuntary Releases of officers from Active Duty;
- k. Maintenance of personnel records;
- l. Administration of Consolidated Naval Brigs;
- m. Issuance and revision of instructions and directives that fall under the cognizance of Deputy Chief of Naval Personnel or Commander, Navy Personnel Command;
- n. Lateral Transfer and Redesignation for Limited Duty Officers/Chief Warrant Officers Without Board Action Authority;
- o. Decision to discharge or release from Active Duty probationary officers to meet budgetary and force size requirements;

Subj: APPOINTMENT TO DEPUTY CHIEF OF NAVAL PERSONNEL AND
DELEGATION OF AUTHORITY

p. Inter-service transfer requests.

4. The preceding list is not exhaustive and may be amended as necessary to reflect the true scope of this delegation. It in no way limits or restricts your authority to carry out the responsibilities of DCNP or CNPC.

5. This delegation will not expire until cancelled by me and may not be further delegated without my express permission. Ref (a) is hereby cancelled.


M. E. FERGUSON III